

## **AGENDA**

### **South Carolina Real Estate Commission Meeting**

Thursday, November 20, 2025 at 10:00 A.M. in Upstate Conference Room  
110 Centerview Dr., Kingtree Building, Columbia, SC 29210

Members of the public who wish to observe may do so by live streaming at: <https://llr.sc.gov/re/videos.aspx>

**Call to Order** – Public notice of this meeting was properly posted at the S.C. Real Estate Commission office, Synergy Business Park, Kingtree Building, and on the Commission website and provided to all requesting persons, organizations, and news media in compliance with Section 30-4-80 of the South Carolina Freedom of Information Act.

- 1. Invocation**
- 2. Pledge of Allegiance**
- 3. Introduction of Commissioners and Staff**
- 4. Approval of Excused Absences**
- 5. Approval of Agenda**
- 6. Commission Purpose & Chairman’s Remarks**

The purpose of the Real Estate Commission is to regulate the real estate industry so as to protect the public's interest when involved in real estate transactions. The Commission also investigates complaints and conducts application and disciplinary hearings in accordance with State statutes and regulations.

- 7. Commissioner Member Information Refresher- Executive Session**
- 8. Staff Reports**

- a. Office of Investigations and Enforcement (OIE) Report – Wattie Wharton, Lead Investigator
- b. Investigative Review Conference (IRC) Report – Wattie Wharton, Lead Investigator
- c. Inspection Report – April Howe, Chief Inspector
- d. Office of Disciplinary Counsel (ODC) Report – Shannon Davis, Esq.
- e. Executive Report – Erica Wade

- 9. Old Business**

- a. Inspection forms/Processes – Meredith Buttler and David Burnett
- b. Clarification of Fiscal Responsibilities – Meredith Buttler and David Burnett
- c. Update to Wholesaling Guidance Document- John Rinehart
- d. Review and Approval “Explanation of Listing Options for Residential Sellers” Form- Erica Wade and Brandy Duncan
- e. Open Houses Hosted by Licensees Supervised by Different BICs within the Same Brokerage

**10. New Business**

- a. Clarification of SC Code Ann. §40-57-50 – Brandy Duncan and David Burnett
- b. Required Language for SC Real Estate Contracts and Agreements- Brandy Duncan and Erica Wade
- c. Discussion of Acceptable Documents to Demonstrate Proof of Ownership - David Burnett
- d. Travel Approval- 2026 ARELLO Leadership Symposium, January 11-13, 2025 in Biloxi, Mississippi- Erica Wade
- e. Travel Approval- 2026 ARELLO Legal Exchange, March 8-11, 2026 in Isle of Palms, SC- Erica Wade
- f. Travel Approval- 2026 ARELLO Mid-Year Conference, April 14-16, 2026 in Louisville, KY- Erica Wade
- g. Change of 2026 Meeting Dates- Erica Wade
- h. Approval for ARELLO Commissioner College Training Classes - John Rinehart

**11. Public Comments**

**12. Adjournment**